



SRS Citizens Advisory Board

Executive Committee

**Sheraton Hotel & Conference Center, Columbia, S.C.
March 22, 2004**

The SRS Citizens Advisory Board (CAB) Executive Committee met on Monday, March 22, 2004, at 5 p.m. at the Sheraton Hotel & Conference Center, Columbia, S.C. The purposes of the meeting were to discuss committee correspondence, agenda development, CAB Administration, an Education Retreat, and any other issues offered by the committee chairs. Attendance was as follows:

CAB Members

Jean Sulc
Mel Galin
Gerald Devitt
Perry Holcomb
William Lawrence
Darryl Nettles
Harold Rahn
Bill Willoughby
Karen Patterson
Murray Riley
Bob Meisenheimer

Stakeholders

Glynn Carroll

DOE/Contractors

Charlie Anderson, DOE
Alice Doswell, DOE
Gerri Flemming, DOE
Teresa Haas, WSRC
Dawn Haygood, WSRC
Mike Schoener, CAB

Committee Correspondence

Jean Sulc clarified that Committee Chairs may use CAB letterhead if they are representing an official position of the committee. CAB letterhead may not be used for personal letters representing the interest of the Committee Chair alone. It was noted if there is doubt regarding use of the letterhead, the Chair should seek guidance from the Board Administrator.

Agenda Development

Mike Schoener presented a proposal for agenda development (see attached). He noted the amount of time available to each committee and suggested that if there is no Administrative Committee business, then each committee chair may give up time to another committee chair as needed. Mr. Schoener stated that every issue before the board should fall under the auspices of a committee. Agenda topics and time requirements are due to the administrator no later than three weeks prior to the full board meeting. The agenda will be "locked-in" two weeks in advance of the full board meeting and changing of the agenda will require the permission of the Chair. This includes adding recommendations. When the committee's allocated time has been reached, the Board will move on to the next agenda item. Unfinished business may be

continued at the completion of all other items on the agenda. The Executive Committee agreed to accept the proposal presented by Mr. Schoener.

8A Contract Status

Jean Sulc noted that the goal of the CAB was to continue its ten-year run of success by retaining its current resources. She noted there was general agreement to move forward with the 8A contract. Committee members reviewed the draft scope of work (see attached). Mel Galin noted that the selection of an 8A firm was the most favorable option for the CAB and DOE-SR will act as a catalyst to make things work. He emphasized that everyone is cooperating to ensure that DOE-HQ guidance is followed. There was general discussion regarding the length of the contract, federal acquisition regulations, the release of information, and business sensitive information. Perry Holcomb stated that a meeting needed to be held and announced and opened to the interested public regarding the scope of work and how proposals will be handled. It was noted that a pre-qualified list of 8A contractors was being used by DOE for selection. Gerri Flemming will be the DOE contact working with the 8A contractor. There was discussion regarding the schedule (see attached) and timing regarding public availability of information. Jean Sulc recommended the CAB proceed in good faith and the committee approved unanimously.

Education Retreat

The Executive Committee agreed there was a need for a second Education Retreat for the SRS CAB. The first was held two years prior and since that time, thirteen new members have joined the CAB. It was agreed that the week following Labor Day in September would be considered for a retreat. WSRC will send out a request for proposals for meeting locations.

Public Comments and Other Issues

It was noted that Lee Poe, an Aiken stakeholder, would like the CAB to investigate requests made under the Freedom of Information Act. He is concerned about the length of time it takes to receive a response.

Mel Galin gave a brief update on the Programmatic Agreement, noting it had not yet been signed but was expected to be available shortly.

The meeting adjourned at 6 p.m.